UO MASTER’S INDUSTRIAL INTERNSHIP PROGRAM Student Handbook

Founded in 1998, The Master’s Industrial Internship Program, part of the Knight Campus Internship Program, trains students in the real-world knowledge and skills necessary to be successful in the industrial environment. We believe an advanced degree should not only provide rigorous academic training but should also help students land a job and prepare for a successful career. The intent of this handbook is to ensure students have a clear understanding of the program’s policies and expectations.

Program Overview

The Internship Program begins summer term with intensive course work in one of three areas:

- Polymer Science
- Photovoltaic & Semiconductor Device Processing
- Optical Materials & Devices

In addition to core coursework in a particular focus area, students receive instruction and workshops in professional development topics including interviewing, networking and job hunting – skills that enable students to be successful in landing the jobs they want.

In our core courses, we seek to emulate the industrial environment by creating situations that require students to problem-solve in teams toward a goal with time constraints – forcing students to rely on each other for a successful outcome.

Internships in industry allow students to apply their new skills in real time and take them to the next level. These paid internships last 9 months. Though internships are not guaranteed, close to 98% of students complete internships. The vast majority of students are hired by host companies or by other companies within three months after completing their internships.

Coursework Credits

There are 54 total credits to complete the degree – 24 coursework credits and 30 internship credits (see Table 1). During the summer term, students complete 12-16 credits of core coursework depending on the track (see table below). Standard UO graduate courses are 4 credits, so students complete 3-4 classes during summer term. Students are required to demonstrate satisfactory academic progress in all core coursework (see GPA requirements).

<table>
<thead>
<tr>
<th></th>
<th>Polymers</th>
<th>Semiconductor &amp; PV Device Processing</th>
<th>Optical Materials &amp; Devices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Coursework Credits (Graded)</td>
<td>16</td>
<td>12</td>
<td>16</td>
</tr>
<tr>
<td>Electives (Graded)</td>
<td>8</td>
<td>12</td>
<td>8</td>
</tr>
<tr>
<td>Internship Credits (Pass/No Pass)</td>
<td>30</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Total</td>
<td>54</td>
<td>54</td>
<td>54</td>
</tr>
</tbody>
</table>

*Electives are typically within major and must be at the graduate level. Electives taken at either an outside university or outside of major field of study must be approved through program course approval process.
Elective Courses
In addition to the core courses completed summer term, students have elective course credits within the major to be completed outside of summer term. Students may choose to take these remaining 8-12 credits at the UO - or at another institution that has a graduate program in the student’s major. To take courses at another institution, students typically register as a non-degree-seeking student and submit a Course Approval Form (available on the program website) via email to Betsy Tanenbaum, Alumni Network Manager & Recruiter. Only courses approved by the program and major department can be transferred, so it is advisable to submit course approval forms well in advance of registering for a course. These courses will be charged at the regular graduate rate for that institution. Electives must be at the graduate level and taken within the major. Exceptions may be granted for graduate level courses in related fields of study (e.g. 600-level Advanced Statistics) but require program approval in advance. With the exception of rare and extenuating circumstances, online courses are not accepted. Prior program approval is required in those cases.

To ensure credits taken at other institutions are transferred to the UO, students must complete the Transfer of Graduate Credit form and submit it by email to Lynde Ritzow, along with official transcripts once the grade of the final class has been posted (please do not submit these directly to the Graduate School - it may delay the transfer). Failure to do this immediately after the end of the term may delay graduation. The Transfer of Graduate Credit form is found on the Graduate School website:

http://gradschool.uoregon.edu/current-students/academic-forms

Transcripts must be official and can be sent via email or postal mail to Lynde:

Lynde Ritzow  
Master’s Industrial Internship Program  
1252 University of Oregon  
Eugene, OR  97403

Note: The graduate school requires that all courses transferred be completed with a grade of B or higher. Transferred courses do not impact GPA at Oregon.

Please refer to section 3 below for further information.

Internships
In late summer, students submit resumes for consideration by partner companies. The program hosts an annual Networking Event and company partners are invited to attend and interview students. This event launches the interview season, which continues into the fall term as students seek opportunities. Students in good standing will have an opportunity to interview with partner companies. Students are also encouraged to seek internships outside of the program’s partner network.
Internship start dates vary, as these are determined by the company. The two most common (but not exclusive) scenarios for internship start dates are the beginning of early fall (October) and winter (January) term. Table 2 provides common elective course work and internship credit enrollment scenarios. In Scenario 1, students finish their elective coursework (8-12 credits) in the fall term and fulfill their internship credits in the subsequent winter, spring and summer term. In Scenario 2, students fulfill their internship credits in the fall, winter and spring terms while concurrently taking elective coursework.

While interning, students typically enroll for **10 internship credits per term**. If an internship starts midway through a term, the student should consult with an MIIP staff member on the proper number of internship credits to register for. Internship credits cannot be taken in advance of enrollment in the MIIP.

Table 2. Common elective coursework and internship scenarios.

<table>
<thead>
<tr>
<th>Term</th>
<th>Scenario 1</th>
<th>Scenario 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>8-12 credits graded</td>
<td>10 credits Internship</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0-4 credits graded</td>
</tr>
<tr>
<td>Winter</td>
<td>10 credits Internship</td>
<td>10 credits Internship</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0-4 credits graded</td>
</tr>
<tr>
<td>Spring</td>
<td>10 credits Internship</td>
<td>10 credits Internship</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0-4 credits graded</td>
</tr>
<tr>
<td>Summer/ following Fall</td>
<td>10 credits internship</td>
<td>Degree Completed</td>
</tr>
</tbody>
</table>

**Internship Papers**

In order to document successful progression of technical knowledge, either a research paper summarizing internship projects/s or a technical literature review relevant to the internship is submitted each term a student is registered for internship credits. Term paper requirements are provided by the instructor of record for internship credits (instructors are included on the course list sent out each term). Internship credits are taken as Pass/No Pass. Failure to meet term paper requirements may lead to a “No Pass” for the term. Papers that describe work conducted during an internship may have to be approved by the partner’s legal department prior to submission to the instructor of record. Students should be proactive in understanding what the timeline for managerial approval is.

**Registration**

To register for core coursework and internship credits on DuckWeb, students will need course registration numbers (CRNs). CRNs for summer courses and internship credits will be provided by the program via email each term. Some courses may *not* be listed in the general course list for the university and thus cannot be found by searching the class list online. Once a student has the CRNs, they can input them into the class list and it will populate. Students should be
registered by the end of the first week of classes each term to remain in good standing.

**Tuition & Fees**

**Tuition for Core Courses & Internship Credits**
For students enrolling in the program the summer of 2018, tuition for core courses and internship credits will be offered at a rate of $540/credit through the following summer term. Credits offered through the MIIP are the same rate for resident and non-resident students.

**Tuition for Elective Coursework**
Students may choose to take elective credits at the UO or at another institution with a graduate program in their major. Elective courses taken at the UO which fulfill degree requirements are offered at the rate of $540/credit (through the summer of 2019).

Tuition for elective course work taken at another institution will be charged at the regular graduate tuition rate of the institution.

Tuition must be paid in full before a student can register for the following term. *Students must be registered before the term deadline set by the university to be in good standing with the program.* For a full list of registration and drop/add dates, refer to the academic calendars found at: https://registrar.uoregon.edu/calendars/academic.

Students who have financial aid awards will not receive their awards until their registration forms are processed.

**Fees**
Students pay the standard student fees for terms in which they are enrolled in any on-campus classes (e.g. enrolled in summer core coursework, enrolled in elective coursework at UO). Students pay reduced fees for terms in which they are exclusively enrolled in off-campus courses (e.g. Internship Credits, courses at other schools). See Table 3. Internship credits for internships hosted at the University of Oregon are required to pay on-campus fee rates.

*All new students must pay a one-time matriculation fee the term they enter the UO (currently $430 - this is subject to change).*

A description of the fees and the standard cost for each term can be found at: https://registrar.uoregon.edu/costs/tuition-fees
Table 3. Summary of fee percentages students pay based on on-campus or off-campus enrollment.

<table>
<thead>
<tr>
<th></th>
<th>Matriculation Fee</th>
<th>Building Fee</th>
<th>Incidental Fee</th>
<th>Health Service Fee</th>
<th>Recreation Center Bond Fee</th>
<th>Recreation Center Fee</th>
<th>EMU Facility Fee</th>
<th>Tech Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any Term student is enrolled in on-campus credits</td>
<td>100% (one time fee)</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Terms in which student is exclusively enrolled in off-campus credits</td>
<td>NA</td>
<td>100%</td>
<td>50%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>100%</td>
</tr>
</tbody>
</table>

Financial Aid
For information about financial aid, please contact the aid office at http://financialaid.uoregon.edu or 1-800-760-6953 / 541-346-3221.

Safety
The program strives to provide an exceptional educational experience, which includes extensive laboratory components. Each program has industry-specific tools and occupational hazards students should be aware of, in addition to safety practices. If a student feels uncomfortable or inadequately trained to handle an occupational hazard or lab task, the student should immediately consult with an instructor and/or TA so that proper training can be administered.

Safety should be thought of in relation to the self, colleagues, lab mates and equipment. A large part of the training in this program is how to be an effective scientist while preventing avoidable problems. Making technical mistakes is part of the learning process; however, students will be taught basic and advanced best practices over the course of the program to minimize mistakes.

Books
Books are loaned to students during the summer term. Track directors will coordinate the expected return date. If a book is lost or damaged, it should be immediately reported to the track director.

ID Cards
Once a student arrives on campus, a student ID card can be requested through the UO Card Office. A selfie may be submitted ahead of time if preferred. http://uocard.uoregon.edu/

Professional Conduct Standards
The program offers several opt-in activities to promote the professional development and corporate visibility of its students. Certain activities have pre-requisites which are defined in the professional development syllabus. Briefly, students must attend the weekly summer Professional Development Series (PDS) and be in good standing with the PDS in order to
participate in all other professional development events and offerings (i.e. guest seminars, one-on-one professional development mentoring, Inclusion meetings, mock interviews, on-campus and off-site networking events and virtual and in-person introductions to corporate partners). Partner-facing events (i.e. in-person and virtual introductions) have 3 additional requirements:

- Good academic standing (≥ 3.00 GPA)
- No infractions of the UO Student Conduct Code (https://studentlife.uoregon.edu/conduct).
- Permission for program staff to serve as references via UO’s Student Reference Request Form: (https://registrar.uoregon.edu/files/pdf/StudentReferenceRequestForm.pdf)

If a student fails to meet these requirements but would like to be considered for future professional development activities, a plan detailing necessary remediation actions and timeline to meet professional conduct standards may be created with the program director, Stacey York, and when necessary, additional staff or faculty. Once the remediation plan is fulfilled, a student may be eligible to participate in extracurricular professional development activities.

**GPA Requirements**
Students must have a cumulative GPA of 3.00 or above and complete no fewer than 54 credits (See Table 1), including 24 graded credits and 30 internship credits (pass/no pass) to complete the degree. Non-UO credits which are transferred in for elective coursework are not used in the GPA calculation (Please refer to Elective Courses section for further details).

**Student Conduct**
The UO Student Conduct Code applies to all students in the program. Students will be asked to confirm they have read and understood the student conduct code before the first week of classes. The full conduct code may be found at: https://studentlife.uoregon.edu/conduct

**Statement of Inclusion**
The MIIP is committed to creating an inclusive environment where all individuals can excel. Students are encouraged to explore the resources available on campus through the Division of Equity and Inclusion: https://inclusion.uoregon.edu/our-commitment. As stated in the UO Mission Statement, the MIIP is committed to “the principles of equality of opportunity and freedom from unfair discrimination for all members of the university community and an acceptance of true diversity as an affirmation of individual identity within a welcoming community.”

**Program Probationary Warnings and Dismissal**
Students who fail to meet department, program or university requirements or students who are not making satisfactory progress toward their MS degree are subject to probationary warnings and/or dismissal.
Prior to dismissal, an MIIP staff member (either track director or program director) and the Faculty Advisory Committee (FAC) will establish whether a probationary warning will be provided or if immediate dismissal is warranted. While the former is recommended, serious infractions may lead to immediate dismissal. The FAC is a group composed of UO faculty who ensure program alignment with broader departmental and university goals and initiatives.

If a warning is issued, the student will be placed on probation and the FAC will establish the necessary actions required for the student to be re-instated to good standing. Failure to meet the necessary actions outlined by the FAC within the established time frame will result in dismissal from the program.

**Advising**
General course requirements and advising are provided by Lynde Ritzow or other staff.

**Graduation Requirements**
To graduate, students must **APPLY to the Graduate School in the first two weeks of the term in which all required credits are completed**. The application and deadlines can be found on the graduate school website: [http://gradschool.uoregon.edu/](http://gradschool.uoregon.edu/).

To ensure eligibility to graduate, please review the following graduate school requirements:

1. **Continuous Enrollment Requirement.**
   Graduate students are required to be continuously enrolled (for a minimum of 3 graduate credits) until all requirements have been completed (excluding summer term).

   Any term in which a student is not enrolled for **UO credit**, a leave of absence request is required by the grad school: [https://gradschool.uoregon.edu/policies-procedures/leave](https://gradschool.uoregon.edu/policies-procedures/leave). For example, if a student enrolls at another university while not enrolled for internship credit.

2. **Waiver of Enrollment in Term of Completion.**
   The UO requires registration in the term a degree is awarded. If a student is not enrolled for UO credit in the term in which the final credits are completed (for example, when taking classes at another institution), the student must request a waiver of the registration requirement for that term. (This is not necessary if the student is enrolled for internship credit).

   To request a waiver, students should submit a **General Petition** with the grad school requesting a “waiver of enrollment in the term of completion,” and indicate they are taking classes at another institution per the internship program’s agreement with the grad school. There is a $15 fee for the general petition (subject to change).

   [http://gradschool.uoregon.edu/current-students/academic-forms](http://gradschool.uoregon.edu/current-students/academic-forms)

3. **Transfer of Graduate Credit.**
If a student completes course work outside the UO, the student must request to have those credits transferred before they can graduate.

See above.

4. **Beware of the 7-year time-to-completion limit.**
The graduate school requires graduate students to complete their degree within seven years, beginning with the term of admission. This date is adjusted back in time if a student transfers graduate credits that were earned before the date of admission.

5. **Degree Requirements**
Degree requirements are based on the program, departmental and university requirements for the year the student enrolled in the MIIP.

Notify Lynde Ritzow that you have applied to graduate.

**Graduation Ceremonies:**
If you want to participate in *graduation ceremonies*, notify:
Chemistry: Leah O'Brien, 541-346-4839, leaho@uoregon.edu
Physics: Jodi Myers, 541-346-4787, myers2@uoregon.edu

Students are advised to consult the graduate school website for a complete description of university requirements for the master’s degree: gradschool.uoregon.edu